



Michael E. Christensen
Director

John L. Fellows
General Counsel

Opening for **Legislative Secretary**

Utah Legislature Office of Legislative Research and General Counsel

Deadline for Applications: October 15, 2010

The Office of Legislative Research and General Counsel is accepting applications for permanent, full-time employment for the position of Legislative Secretary. Applications will be accepted through October 15, 2010. Applicants must have a variety of computer skills as well as good oral and written communication skills. Responsibilities include: working within a team of analysts and attorneys; interacting with Legislators, employees of the executive and judicial branch, and the public; preparing documents for and attending legislative meetings; preparing minutes of legislative meetings; compiling a committee history for each meeting; organizing committee files; answering phones; and other miscellaneous assignments.

Salary is negotiable. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to:

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